

# UNITED NATIONS CHILDREN'S FUND

## SPECIFIC JOB PROFILE

<b>JOB TITLE:</b> <u>Programme Coordinator, TA</u> <b>JOB LEVEL:</b> <u>Level - 3</u> <b>LOCATION:</b> <u>Zambia UNICEF Country Office, Lusaka</u>	<b>JOB CLASSIFICATION:</b> NOC
<b>ORGANIZATIONAL CONTEXT AND PURPOSE OF THE JOB</b> <p>The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the Organization does — in programmes, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give more children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.</p>	
<b>PURPOSE OF THE JOB</b> <p>Under the supervision of the Deputy Representative Programme, the Coordinator is accountable for supporting the effective implementation of programme coordination, budget management, documentation, and reporting. The Coordinator ensures that all aspects of the programme run smoothly and efficiently.</p>	
<b>CHILD SAFEGUARDING</b> <p>UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. UNICEF is committed to promote the protection and safeguarding of all children. UNICEF's active commitment towards diversity and inclusion is critical to deliver the best results for children. For this position, eligible and suitable persons with disabilities are encouraged to apply.</p>	
<b>KEY END-RESULTS</b> <ol style="list-style-type: none"><li>1. <b>Annual Work Plans Development:</b> Produce comprehensive annual work plans for the program, ensuring alignment with strategic objectives. Facilitate necessary revisions to work plans based on feedback, changing priorities, and operational needs.</li><li>2. <b>Grant Management:</b> Monitor programme budgets and ensure financial resources are used effectively.</li><li>3. <b>Reporting and Documentation:</b> Compile and consolidate reports for submission to the donor, ensuring accuracy and adherence to reporting guidelines. Maintain a repository of all reports and documentation for easy access and reference.</li><li>4. <b>Steering Committee Meetings Organization:</b> Organize and coordinate steering committee meetings with government entities at both national and subnational levels. Take detailed</li></ol>	

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minutes during meetings and follow up on action points to ensure accountability and timely execution.

5. **Field Missions and Visibility Events:** Plan and execute field missions and visibility events, ensuring effective communication and outreach. Coordinate logistics and engagement strategies to maximize the impact of these events.
6. **Briefing Notes Production:** Produce briefing notes as required, providing concise and relevant information for stakeholders and decision-makers.
7. **Internal Coordination:** Collaborate with internal units such as PME, finance, and HACT to ensure program compliance with UNICEF assurance procedures. Facilitate communication and information sharing among different units to enhance program effectiveness.
8. **Monitoring and Evaluation Support:** Assist in monitoring and evaluating program implementation to ensure objectives are met and to inform future planning.
9. **Capacity Building:** Support capacity building initiatives within the program team and partner organizations to enhance operational effectiveness.
10. **Stakeholder Engagement:** Maintain strong relationships with key stakeholders, including government officials, donors, and community leaders, to foster collaboration and support for the program.

### KEY ACCOUNTABILITIES and DUTIES & TASKS

#### 1. Annual Work Plans Development

##### Activities:

- Conduct a thorough review of strategic objectives to inform the development of annual work plans.
- Engage stakeholders, including government entities and partners, in a consultative process to gather input and insights.
- Draft comprehensive annual work plans that outline specific activities, timelines, and responsibilities.
- Facilitate workshops or meetings to present draft work plans for feedback and validation.
- Monitor progress against the work plans throughout the year and identify areas requiring adjustment.

##### Accountabilities:

- Ensure that all annual work plans are submitted on time and are compliant with organizational standards.
  - Maintain a clear record of revisions made to work plans and the rationale behind these changes.
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#### 2. Reporting and Documentation

##### Activities:

- Collect data and information from relevant sources to compile reports for donor submission.
- Review reports for accuracy, clarity, and adherence to donor reporting guidelines.

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- Create a centralized repository for all program documentation, ensuring it is regularly updated and easily accessible.
- Develop templates and guidelines for report writing to streamline the process for team members.

### **Accountabilities:**

- Ensure timely submission of all reports to donors, with a focus on quality and compliance.
  - Conduct regular audits of the documentation repository to ensure completeness and organization.
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### **3. Steering Committee Meetings Organization**

#### **Activities:**

- Schedule and coordinate meetings with government entities and other stakeholders, ensuring appropriate representation.
- Prepare and distribute meeting agendas in advance, highlighting key topics for discussion.
- Take comprehensive minutes during meetings, capturing key decisions, discussions, and assigned action points.
- Follow up with participants post-meeting to ensure action points are addressed and deadlines are met.

#### **Accountabilities:**

- Maintain an organized log of steering committee meetings, including agendas, minutes, and follow-up actions.
  - Ensure that all stakeholders are kept informed of outcomes and developments from the meetings.
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### **4. Field Missions and Visibility Events**

#### **Activities:**

- Identify opportunities for field missions and visibility events that align with program objectives.
- Develop detailed plans for each event, including objectives, target audiences, and key messages.
- Coordinate logistics, including travel arrangements, venue selection, and materials preparation.
- Engage with local stakeholders to ensure their participation and support in visibility events.

#### **Accountabilities:**

- Evaluate the effectiveness of field missions and visibility events through participant feedback and post-event reports.
- Ensure that all communications and outreach materials reflect UNICEF's branding and

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messaging guidelines.

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### 5. Briefing Notes Production

#### Activities:

- Identify key topics and issues that require briefing notes for stakeholders and decision-makers.
- Gather and synthesize relevant information from various sources to develop concise and informative briefing notes.
- Review and edit notes for clarity and relevance before dissemination.

#### Accountabilities:

- Ensure that all briefing notes are completed and distributed in a timely manner, especially ahead of key meetings or events.
- Maintain a record of all produced briefing notes for future reference and knowledge sharing.

### 6. Internal Coordination

#### Activities:

- Schedule regular coordination meetings with internal units (PME, finance, HACT) to discuss program compliance and support needs.
- Develop and share clear communication channels to facilitate information sharing among different units.
- Assist in preparing for audits and evaluations by ensuring that all required documentation is in place.

#### Accountabilities:

- Monitor compliance with UNICEF assurance procedures and report any discrepancies or challenges to management.
  - Foster a collaborative environment among internal units to enhance program effectiveness.
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### 7. Monitoring and Evaluation Support

#### Activities:

- Support the development and implementation of monitoring and evaluation frameworks.
- Collect and analyze data to assess program performance against set objectives.
- Collaborate with PME to prepare reports on program impact and areas for improvement.

#### Accountabilities:

- Ensure that monitoring and evaluation findings are integrated into program planning and

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decision-making processes.

- Provide timely feedback on program implementation based on monitoring and evaluation results.

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### 8. Stakeholder Engagement

#### Activities:

- Develop and maintain a stakeholder engagement plan that outlines key relationships and communication strategies.
- Organize regular engagement activities with stakeholders, including briefings, consultations, and feedback sessions.
- Act as a primary point of contact for stakeholders, addressing inquiries and facilitating collaboration.

#### Accountabilities:

- Ensure that stakeholder feedback is documented and considered in program planning and implementation.
- Foster a positive and collaborative relationship with all stakeholders to support program goals.

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### Recruitment Qualifications

#### 1. Education

An advanced university degree in one of the following fields is required: Social Sciences, International Relations, Government, Public Administration, Public Policy, Social Policy, Social Development, Community Development, or another relevant technical field.

#### 2. Experience

- Five years of relevant professional work experience is required.
- Experience working in a developing country and in public sector is considered as an asset.
- Strong networking skills.

#### 3. Language Requirements

Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.

#### 4. UNICEF values and competency Required (based on the updated Framework)

##### i) Core Values

- Care
- Respect

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- Integrity
- Trust
- Accountability
- Sustainability

### **ii) Core Competencies (For Staff with Supervisory Responsibilities)**

- Nurtures, Leads and Manages People (1)
- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drive to achieve impactful results (2)
- Manages ambiguity and complexity (2)

### **5. Technical Knowledge and skills**

#### **a) Specific skills and Technical Knowledge Required**

- Strong written and verbal communication skills.
- Excellent organizational and project management abilities.
- Proficiency in donor engagement.
- Ability to work independently and as part of a team.
- Knowledge of current trends in development funding.
- Strong organizational and multitasking abilities.
- Excellent communication and interpersonal skills.
- Knowledge of programme management principles and practices.

#### **b) Common Technical Knowledge Required (for the job group)**

- Methodology of programme/project management
- UNICEF programmatic goals, visions, positions, policies and strategies.
- Knowledge of global human rights issues, specifically relating to children and women, and the current UNICEF position and approaches.
- UNICEF policies and strategy to address on national and international issues, particularly relating to conflicts, natural disasters, and recovery.
- UNICEF emergency programme policies, goals, strategies and approaches.
- Gender equality and diversity awareness